CITY OF SANTA FE

Date: October 11, 2025

To: Sam Burnett, Interim Public Works Director

From: Christine Chavez, CSD Director CyC

Via: Mark Scott, City Manager MS (Mark Scott)

Jesse Roach, Public Utilities Director JR (Jesse Roach)

Subject: Initiation of Remodel for new CSD Building (Carlos Ortega Center)

The Conservation and Sustainability Division (CSD) is in the process of developing a formal cost split for CSD start-up and ongoing activity costs between the Utility Enterprise Funds and the General Fund. While that structure is being developed, and in the interest of moving things forward as quickly as possible, the Water Division has agreed to cover all costs associated with the remodel until the cost share has been formalized. Once finalized, the Water Division may be reimbursed for expenditures as appropriate.

Please proceed with initiating the remodel per the cost estimate prepared by the Facilities Division dated October 6, 2025. The approved scope includes:

- Roof, stucco, and exterior repairs;
- Replacement of HVAC units and upgrades to the fire alarm system;
- Removal of the kitchen hood and interior clearing;
- Installation of new windows, interior walls, and doors;
- Furniture layout and procurement per Creative Interiors design plans;
- Electrical and data upgrades.

The total project cost, inclusive of a 15% contingency, is $525,385.71.

A Budget Adjustment Request (BAR) will be prepared and moved through the Governing Body for approval. However, as discussed, with this agreement in place, the remodel may begin right away so that the team can move in as anticipated before the end of the year.

Thank you for your continued partnership and support in preparing this space for the new Conservation and Sustainability Division.

Signature: JR

Email: jdroach@santafenm.gov

Signature: Mark Scott (Oct 20, 2025 17:42:15 PDT)

Email: mscott@santafenm.gov

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

City of Santa Fe, New Mexico
BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME	DATE
Public Utilities / Water	10/28/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Remodeling and Replacement	5050382	572500		525,386	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
				$ 525,386	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

Remodel of City facility to house the newly created Conservation and Sustainability Division in the old Teen Center

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
505	(525,386)
TOTAL:	**(525,386)**

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Nancy L Jimenez — 11/20/2025
Prepared By *{print name}* — Date

Christine Chavez — 11/20/2025
Division Director Signature *{optional}* — Date

11/20/2025
Department Director Signature — Date

Andy Hopkins — 11/20/2025
Budget Officer — Date

Emily K. Oster — 11/20/2025
Finance Director *{≤ $5,000}* — Date

Mark Scott (Nov 21, 2025 15:59:35 MST) — 11/21/2025
City Manager *{≤ $60,000}* — Date